

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OIS Conference

FROM

EXTENSION

NO.

Director of Information Services
1206 Ames

DATE

25 MAR 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Ed/DDA

26 MAR 1982

26 MAR 1982

[Signature]

2.

ADDA

3-49

[Signature]

3.

DDA

29 MAR 1982

[Signature]

4.

Karen - [Signature]

5.

file

6.

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15.

FBI REGISTRY
FILE 33

UNCLASSIFIED when separated

FORM
1-79

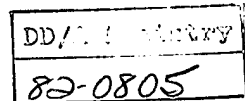
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USE PREVIOUS
EDITIONS

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OIS 82-266



25 MAR 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

STAT

SUBJECT: OIS Conference on 28-30 April 1982

Harry -

1. This memorandum is to confirm our conversation in which I invited you to address the OIS Conference on the evening of 28 April. You accepted the invitation and asked me to have Karen put it on your calendar. Karen advised that you were already engaged for that evening since you would be speaking to the Mid-Career Course. Therefore, we now have you scheduled to speak on ~~Friday, 28~~ April, from 10 to 12 a.m. FYI, since you were already booked for 28 April, I asked John McMahon to be our evening speaker and he accepted.

2. Please speak on any subject that you choose, but may I suggest that you consider giving a "State of the DDA" presentation. Since a lot of our careerists will be attending the conference from other directorates, many of them seldom get the opportunity to see or hear you in person and have little knowledge of what is happening in the DDA. I would suggest that you speak for 35-45 minutes and then take questions or comments from the floor. As a suggestion, you may wish to comment briefly on the following topics:

- Resource problems, both money and positions, for FY 82 and the near future. Are things getting better?

- Your views on the new Office of Information Services and the MI Career Sub-Group for records managers and information specialists throughout the Agency. As you know, these employees had no home base before OIS was created and their career opportunities were extremely limited.

- You have been very supportive of our program and have committed yourself to helping in any way possible to improve the TSCADS process, TRIS development, and completing the Headquarters records review. It would be a morale booster for our people if you would share this commitment with them for improving the Agency records management process.

Attachments:

- A. Outline Paper on OIS
- B. OIS Organization Chart

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82-0805

OFFICE OF INFORMATION SERVICES

The Office of Information Services (OIS) was established by a DDA directive in August 1980. The new Office and Career Sub-Group were established to provide a career service "home base" for all employees in the Agency (except the DO at present) who are involved with records management, registries, and information management in general. Before the establishment of OIS, registry and records management personnel in CIA had no career service of their own which they could look to for career development, training, and professional advancement. These employees belonged to whatever office they happened to be assigned and had little hope of advancing in their career field except on a "catch as catch can" basis.

The Office of Information Services is specifically charged with the following major functions in addition to managing the MI Career Sub-Group:

- Responsible for planning and managing the Agency records management program.
- Coordinating and responding to public requests under the Freedom of Information and Privacy Acts.
- Implementing Executive Order 12065 concerning national security classification and declassification of Agency records and other information.
- Maintaining the Agency regulatory system.

In addition, the Director of Information Services conducts liaison with other Government agencies on records management and information security program matters and responds to public inquiries on information security program regulations published in the Federal Register.

NUMBER OF MI POSITIONS BY DIRECTORATE

NFAC	-	<div style="border: 1px solid black; width: 50px; height: 100px;"></div>
DDS&T	-	
DCI	-	
DDA	-	
OIS	-	
Total	-	

